

## In-Range Adjustment Policy

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**§ 1. Definition of In-Range Adjustment**

An in-range adjustment is an increase in an employee's salary within the employee's current salary range and within the agency where the employee is currently employed.

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**§ 2. Covered Employees**

Full-time and part-time (20 hours or more) permanent, probationary, and time-limited employees are eligible for in-range salary adjustments.

Employees in trainee classifications, regardless of the appointment type, are not eligible for in-range adjustments as provided in this policy.

Temporary employees are not eligible for in-range adjustments.

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**§ 3. Reasons for In-Range Adjustment**

See Section 5.1 of the Pay Administration Policy for the reasons why an in-range adjustment may be given.

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**§ 4. Amount of In-Range Adjustment**

The amount of the in-range adjustment will be determined under the steps in the Pay Administration Policy. (See Section 3 of the Pay Administration Policy for details.) This includes, without limitation, completing the Baseline Salary Calculator under Section 3.3(a) of the Pay Administration Policy, analyzing budget resources and internal pay equity under Section 3.3(b) of the Policy, review of the optional pay factors under Section 3.3(b) of the

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Policy, and measuring under Section 3.3(c) of the Policy the proposed salary after the adjustment against quartile descriptions.

Unless OSHR has provided approval, the in-range adjustment cannot exceed the increase amount established in the agency or university's flexibility authorization.

Documentation for the new salary must be established under the procedures in the Pay Administration Policy.

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### § 5. Agency Responsibilities

The agency shall:

- Develop and submit to the Office of State Human Resources an in-range adjustment plan that shall:
  - Document management's commitment to the fair and equitable implementation of in-range adjustments.
  - Provide a mechanism that ensures employee understanding of plan policies and procedures.
  - Establish a procedure for identifying the need for, and determining the priority and fiscal feasibility of, implementing in-range adjustments. This shall include a method for determining individual salary adjustments considering internal equity, salary history, consistency, fairness within the work unit and organization, and salary increases granted under other policies.
  - Ensure that all salary increases are in compliance with policy.
  - Provide for the administration of this policy such that the agency does not engage in unlawful discrimination.
  - Establish procedures to document the justification of all in-range adjustments under the Pay Administration Policy.
  - Compile base-line data and establish procedures to monitor, analyze and report trends annually including the impact on all demographic groups in granting increases, exceptions granted and the fiscal impact of administering this policy on the agency budget.

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- Designate a plan administrator who shall review and monitor agency administration and provide technical assistance in the administration of the plan to agency management.
- Establish a procedure for updating and revising the plan in response to changing budgetary and organizational priorities.
- Review the plan annually and submit any proposed revisions to the Office of State Human Resources.
- Administer in-range adjustments according to their plan and Office of State Human Resources requirements. and
- File a report annually, or as requested, with the Office of State Human Resources regarding the administration of compensation and related personnel policies.

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### § 6. Office of State Personnel Responsibilities

The Office of State Human Resources shall:

- Provide training and consultation in the development of the agency plan;
- Review agency plans and recommend any necessary action to the Human Resources Commission; and
- Monitor and audit agency adherence to their plan and Human Resources Commission requirements.

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### § 7. Human Resources Commission Responsibilities

The Human Resources Commission shall:

- Receive reports from the Office of State Human Resources on any noncompliance with this policy or other action needed.
- Impose sanctions on agencies that fail to comply with this policy.

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### § 8. Sources of Authority

This policy is issued under any and all of the following sources of law:

- N.C.G.S. § 126-4(2),(5).

**In-Range Adjustment Policy (cont.)**§ 9. **History of This Policy**

Date	Version
December 1, 1995	First version - New policy New policy (Accelerated Pay Plan rescinded 2/1/96)
January 1, 2007	Added paragraph on Effective Date to clarify that in-range adjustments shall be made effective on a current basis.
January 1, 2008	Added definition of external labor market.
February 1, 2014	Changed the section for Covered Employees to move employees with a probationary appointment from ineligible to eligible.
September 7, 2017	Policy revised to delete all reference to trainee appointments, per appointment types and career status.
April 14, 2022 (effective June 1, 2022)	Policy revised to have the salary, after the in-range adjustment, be set under the process established in the Pay Administration Policy. Policy also revised to have text on reasons for an in-range adjustment transferred to the Pay Administration Policy.